

POSITION DESCRIPTION

Preparation Date:
File Name:
CRC Approval Date:
Last Revision Date:
Type of Transaction:

Position Incumbent:
Position Number:
Class Range ID: D
Working Title: System Procurement Lead CMIPS Project

Position Overview Narrative

Under the general direction of the HHSDC Manager of the In-Home Support Services Case Management Information and Payrolling System (CMIPS) project, the Systems Procurement Lead coordinates the effort to develop the Request for Proposal (RFP) for the CMIPS Project. This includes capturing and synthesizing the requirements from multiple stakeholder groups, coordinating document reviews and approvals, editing prior to finalization, serving as primary liaison with the Department of General Services, primary contact for bidders, coordinating and managing bidder discussions, and managing final proposal review effort. The incumbent will develop and manage the plan for the procurement schedule and work with State, County and consultant staff in developing the RFP. Following contract award, the incumbent will have primary responsibility for contract administration and oversight, contract amendments and work authorization preparation, coordination of contract deliverable review and approval, and ensuring deliverables, schedules, and performance are consistent with the contract.

KSAB Proficiency should be indicated for two points of time:

MEL (Minimum Entry Level) Minimum acceptable KSAB necessary.

FDL (Fully Developed Level) Individual will have been trained in the process and has demonstrated KSAB proficiency.

Proficiency levels:

N (None) No minimum entry level of the KSABs required.

F (Familiar) The individual has general understanding of the application or concept.

P (Proficient) Individual acts independently in applying the application or concept.

E (Expert) Most proficient in the accomplishment of the task.

Task Description	Criticality	Percent of Time	Tactical Plan ID
Conduct business activities in a professional manner that leads to superior customer satisfaction. The following KSABs apply to all tasks performed to deliver services that meet or exceed customers' expectations.	C	100%	

The following Knowledge, Skills, Abilities and Behaviors are required for successful performance of all tasks:	Proficiency	
	MEL	FDL
1. Ability and willingness to maintain good attendance and dependability	P	P
2. Ability to prioritize, plan, organize, coordinate, monitor and follow up on workload	P	P
3. Knowledge of HHSDC's Quality culture, core values, vision and mission.	N	P
4. Ability to work effectively and quickly under continual pressure and tight time	P	P

frames		
5. Ability to work on multiple complex projects at the same time	P	P
6. Ability to interact effectively and professionally with HHSDC staff and customer departments to gather/disseminate information, ask/answer questions, determine needs and resolve issues	P	P
7. Ability to be flexible to accommodate changing priorities and customer's different needs	P	P
8. Ability to solve complex problems and make decisions independently	P	P
9. Skill in developing partnership with both internal and external customers	P	P
10. Ability to verbally communicate effectively with internal/external customers, vendors and resources to gather accurate data required for problem resolution and system analysis	P	P
11. Knowledge of vendor support contacts to ensure satisfactory delivery of services	F	P
12. Skill in verbal communication to ensure flow of information with all levels of staff, vendors, and control agencies	P	P
13. Skill in verbal communications to accurately obtain and give information	P	P
14. Ability to work independently or with others in a team environment	P	P
15. Ability to support decisions made	P	P
16. Ability and willingness to use consensus to create win-win agreements and support decisions made	P	P
17. Willingness to seek help and learn from other more experienced staff	P	P
18. Ability and willingness to effectively participate as a member of a cross-functional, multi-level team	P	P
19. Knowledge of group dynamics, team building techniques, and meeting management techniques to promote effective team interaction and productive meetings	P	P
20. Willingness and ability to organize, lead and participate in meetings	P	P
21. Willingness to "go the extra mile" to solve a problem	P	P
22. Willingness to be a positive influence in spite of adversity	P	P
23. Willingness to display a positive and professional image as a representative of HHSDC	P	P
24. Ability to utilize proper self-study techniques while maintaining workload, keep up with new technology, as well as changes in the current technology	P	P
25. Willingness to accept responsibility and accountability for demonstrating leadership qualities	P	P
26. Ability to inspire others to a common goal and to focus on the issues	P	P
27. Willingness to work off shift when required.	P	P

Task Criticality: **U** (Uncertain) Value added unknown or undetermined.

M (Moderate) Satisfactory completion of this task increases the probability of customer satisfaction.

C (Crucial) Satisfactory completion of this task is essential to producing customer satisfaction.

1. Task Description	Criticality	Percent of Time	Tactical Plan ID
Coordinate all efforts involved with the preparation of the RFP for the CMIPS Project.	C	50%	

Related Knowledge, Skills, Abilities, Behaviors	Proficiency	
	MEL	FDL
1. Knowledge of Information Technology system requirements definition process	F	P
2. Knowledge of state competitive procurement processes	F	P
3. Knowledge of state contract policies and processes	F	P
4. Knowledge of industry standards for system life cycle processes	F	P
5. Knowledge of various analytical methodologies	P	P
6. Knowledge of division/departmental policies and goals	N	P
7. Excellent skills to communicate effectively verbally and in writing	P	P
8. Ability to manage the development and control of a large document with multiple contributors	P	P
9. Skill in creating work plans and directing staff in the development of the RFP	F	P
10. Ability in securing sensitive working documents and RFP	F	P
11. Skill in using complex PC/LAN database, spreadsheet, and word processing applications to manage the requirements development	F	P
12. Ability to analyze complex issues	P	P
13. Ability to gain consensus among multidisciplinary project teams	P	P
14. Ability to manage multiple tasks at any one time and to meet deadlines	P	P
15. Effectively interact with control agencies, state staff, county staff, and vendors to control requirements changes and prevent scope creep.	P	P
16. Work without close supervision	F	P
17. Exercise patience when working with different individuals.	P	P
18. Ability and willingness to effectively participate as a member of a cross-functional, multi-level team	P	P
19. Flexibility in the face of changing requirements.	P	P

2. Task Description	Criticality	Percent of Time	Tactical Plan ID
Serve as primary liaison with State and federal control agencies/stakeholders in regards to the procurement process	C	20%	

Related Knowledge, Skills, Abilities, Behaviors	Proficiency	
	MEL	FDL
1. Knowledge of control and reporting agency processes and requirements	N	P
2. Knowledge of HHSDC processes and procedures to ensure compliance and obtain approvals	N	P
3. Knowledge of project management principles including project initiation, planning, and monitoring practices	P	E
4. Thorough knowledge of customer relations/communication techniques to share information with customers	F	F

5. Excellent skills to communicate effectively verbally and in writing	P	P
6. Ability to coordinate and manage multiple tasks at one time	P	P
7. Ability to interact effectively and professionally with HHSDC staff and customer departments to gather/disseminate information, ask/answer questions, determine needs and resolve issues	P	P
8. Demonstrate creativity to produce innovative solutions to various situations.	F	P
9. Demonstrate a professional attitude and demeanor when dealing with customers and stakeholders.	P	P

3. Task Description	Criticality	Percent of Time	Tactical Plan ID
Plan and manage bidder discussions and activity regarding the competitive procurement process.	C	10%	

Related Knowledge, Skills, Abilities, Behaviors	Proficiency	
	MEL	FDL
1. Knowledge of the competitive procurement processes requirements	F	P
2. Skills to effectively communicate both verbally and in writing	P	P
3. Ability to develop bidder packets for discussions and conference using a variety of PC/LAN applications such as database, spreadsheet, and word processing	F	P
4. Ability to meet project deadlines created by short time frames	P	P
5. Elicit support and cooperation from necessary staff whether directly or indirectly involved with the work effort.	F	P
6. Willingness to display a positive and professional image as a representative of HHSDC	P	P
7. Willingness and ability to organize, lead, and participate in multi-disciplinary team meetings	P	P
8. Skill in documenting and following up on meeting discussions and issues	P	P

4. Task Description	Criticality	Percent of Time	Tactical Plan ID
Perform contract administration and oversight including amendments, work authorizations, and review and approval of contract deliverables	C	10%	

Related Knowledge, Skills, Abilities, Behaviors	Proficiency	
	MEL	FDL
1. Knowledge of Public Contracts Code	F	P
2. Knowledge of contracting requirements	N	P
3. Skills to effectively communicate both verbally and in writing	P	P
4. Ability to manage and track multiple activities at the same time	P	P
5. Ability to work effectively with State and federal control agencies	P	P
6. Exercise patience when working with different individuals.	P	P

5. Task Description	Criticality	Percent of Time	Tactical Plan ID
Assist in preparing State and federal project approval and status documents.	C	5%	

Related Knowledge, Skills, Abilities, Behaviors	Proficiency	
	MEL	FDL
1. General knowledge of the State/departmental budget process	F	P
2. General knowledge of control agencies' requirements to identify components needed for the project	F	P
3. Thorough knowledge of complex PC spreadsheet software applications to incorporate control agencies requirements in the development of the project expenditure reports	P	P
4. Skill to utilize complex PC spreadsheet applications to develop the project expenditure reports in a timely manner or by deadline.	P	P
6. Ability to research county documents, statistical reports and other data sources to amass the necessary information to develop expenditure documents.	F	P
7. Ability to focus on the task, ignoring distractions, or to refocus after distractions to complete the expenditure reports on time.	P	P

6. Task Description	Criticality	Percent of Time	Tactical Plan ID
Develop and implement the proposal evaluation criteria and process	C	5%	

Related Knowledge, Skills, Abilities, Behaviors	Proficiency	
	MEL	FDL
1. Knowledge of proposal evaluation processes	F	P
2. Knowledge of the customers' priorities in establishing the bid evaluation criteria and weighting	N	P
3. Ability to create and execute the Proposal Evaluation Plan	F	P
4. Skill in defining scoring methods to quantify proposal evaluations	F	P
5. Skill in creating work plans to direct staff in the evaluation process	P	P
6. Ability in securing the evaluation plans , working documents, and reports	F	P
7. Skill to utilize various complex PC applications to develop and collect the bid evaluation results	P	P
8. Ability to coordinate the bid evaluation process in a controlled objective manner	F	P
9. Ability to meet tight time frames while applying strict guidelines	P	P
10. Ability to communicate effectively both verbally and in writing to assure accurate and unambiguous interpretations	P	P
11. Willingness to work off shift if required	P	P
12. Willingness to display a positive attitude and professional demeanor at all times	P	P